Planned Academic Program Worksheet
(Cadet Command Form 104-R) Completion Instructions
Xavier University, Miami University, Northern Kentucky University, College of Mount Saint Joseph, and
Thomas More College

1. The following document provides some guidelines when preparing your Planned Academic Program Worksheet. It also provides step by step instructions for the completion of the CCF 104-R.

2. *The CCF 104-R is for intents and purposes a contract with U.S. Army Cadet Command.* It represents your academic plan for the remainder of your time in Army ROTC. The form must be accurate and complete and all Cadets will be counseled each semester to either verify accuracy or address changes in your academic plan.

3. The following are some general rules to adhere to in completing your CCF 104-R:

➤ *You are authorized the number of semesters required to receive a degree in your program of instruction.* For example, if you are pursuing a Biology Degree, Xavier University has designated this is an 8 semester program, therefore you must meet all the requirements for Army ROTC in addition to the requirements of the Biology Degree in 8 semesters. *If you are receiving scholarship benefits, Cadet Command will not pay for any additional semesters (i.e Summer Semesters).*

➤ *U.S. Army Cadet Command gives you time to complete ONE degree.* If you wish to pursue additional degrees (i.e. Minors or a Double Major) you must do so in the time frame for your primary degree. For example, if you wish to Double Major in Biology and Political Science, the credits required for a degree increase significantly. While it may be more manageable to spread this load out over 10 semesters, you are authorized the number of semesters for your first degree (i.e. 8 semesters).

➤ *You must maintain your status as a full time student.* This is a minimum of 12 credit hours a semester even if you drop a class.

➤ *Ensure you include your Army ROTC classes and Leadership Lab requirements for each semester.* To maximize space on your 104-R you can combine these into one row.

➤ *There is a Military History Requirement in order to commission in the Army.* These must be reflected on your 104-R. This requirement is fulfilled at Xavier by HIST143 *and* HIST144 (American History I and II). At Miami, this requirement is fulfilled by HIST111 *and* HIST112 (Survey of American History I and II). At Northern Kentucky, the required course is HIST323 (U.S. Military History).

➤ *You cannot plan for Summer Semester(s), all your classes need to be programmed into the CCF 104-R during the Fall and Spring Semesters.* Additionally, as an ROTC Cadet you will be attending the Leadership Development and Assessment Course (LDAC) at Fort Lewis, Washington during the summer between your Junior and Senior year so you will be unable to take courses then, even at your own expense.

➤ *Most importantly, if you are having issues see your MS Instructor or the Enrollment Officer .* We cannot help you if we do not know you are having problems.

4. The following are step by step instructions for completion of your CCF 104-R:

❖ **Block 1**: Fill in your name (Last Name, First Name, Middle Initial)

❖ **Block 2**: Fill in your Academic Major (CIP Codes can be found [here](#))

❖ **Block 3**: Fill in the date you prepared the form (MM/DD/YYYY)

❖ **Block 4**:
  - a: Fill in the University you attend
  - b: Place an 'X' in the appropriate box.
    - Host: Xavier University
    - Extension Center: Miami University, Mt. St. Joseph's, and Thomas More
    - Cross-Enrolled: Northern Kentucky
  - c: If you attend an Extension Center or are Cross-Enrolled, enter 'Xavier University'

❖ **Block 5**: For all of our schools, enter 'S' in the top box for Semester system
  - a: Enter the total credits required for your PRIMARY DEGREE. If you are a Double Major or are pursuing a Minor, you will only enter the credits required by the University for your first degree.
  - a1: Enter the number of ROTC credits that do not count. ROTC accounts for 28 total credits and count towards General Electives. For example, if you have 18 General Electives in your Major, you will enter 10 in this field because 10 ROTC credits will not count towards your degree.
  - a2: This field auto populates and will reflect the total of fields a and a1
  - Normal Academic Progression Standard: This field auto populates and tells you the average number of credits you will have to take a semester to graduate.
  - b: Enter the total number of credits transferred to your University *THAT COUNT TOWARDS YOUR DEGREE.*
  - c: Enter the number of credits you have completed at your University towards your degree. *DO NOT COUNT YOUR TRANSFER CREDITS AGAIN.*
  - d: This field auto populates and will reflect the field a2 minus fields b and c.
  - e: This field auto populates and tells you the number of semesters you are authorized to complete your degree *HOWEVER, if you are a freshman you have the number of semesters your University designates for your degree.*

❖ **Block 6:** Enter your Semester and Cumulative GPA for each term during your counseling with your instructor.

❖ **Block 7**: Enter you academic plan for your remaining time in college. You will complete section 5a through 5o up to the authorized number of semesters. Block 7 is continued on page 2 of the CCF 104-R document.
  - Term: Enter Spring or Fall
  - Year: Enter the year of that specific term
  - No. Column: Enter the Course Number. This will be an alpha-numeric code such as 'HIST143.'
  - Course Title Column: Enter the Course Title or an abbreviation that indicates what the course is. For example a No. of HIST143 will have a Course Title of 'American History I.'

- Hrs. Column: Enter the number of Academic hours the class meets per week. This number will usually match the next column.
- Cts. Column: Enter the number of credits you will receive for that course. This number will usually match the previous column.
- Grd. Column: Enter your grades for that course during your counseling.
- Total Term Hours: This field will auto populate and should reflect the sum of the column.

❖ **Block 8**: You will initial these blocks each time you are counseled by your MS instructor. One counseling = 1 set of initials. The terms refer to your term in ROTC NOT that you have been counseled on each individual term.

❖ **Block 9:** Your academic advisor will check the 'Yes' or 'No' block based upon whether or not this plan is viable. If he/she checks no you will have to complete the form again. You (the Cadet) will enter what degree you will receive (i.e. 'B.S. in Biology') and the date you will complete your degree (YY/MM).

❖ **Block 10**: When you academic advisor has reviewed and checked 'Yes' in Block 9 you will sign in this box.

❖ **Block 11**: Enter the date you signed Block 10 (MM/DD/YYYY)

❖ **Block 12/13**: Your Academic Advisor will sign and date these boxes when he has approved your CCF 104-R (by checking 'Yes" in Block 9).

➢ Page 3 of the CCF 104-R will auto populate. If it does not, you have failed to fill in your 104-R completely. You will sign and date the form on the appropriate line when you submit the CCF 104-R to your MS Instructor or the Enrollment Officer. DO NOT SIGN FOR THE PROFESSOR OF MILITARY SCIENCE.